

Purpose

The purpose of this Policy is to ensure compliance with relevant State and Federal Privacy legislation in managing personal information at Central Australian College.

This policy focuses on Central Australian College commitment in protecting the privacy of its students and staff, and outlines the various ways in which it ensures this protection.

Scope

This policy and procedure apply to all staff and student as well as prospective students, including any internal and external stakeholders directly or indirectly in contact with Central Australian College (CAC).

Relevant standards, acts and legislations

CAC collects information about the students and handles personal information in compliance with the Australian Privacy Principles (APPs) under the Privacy Act 1988, and the requirements of the Higher Education Support Act 2003 and

a. Section 8 of the National Vocational Education and Training Regulator (Data Provision Requirement) Instrument 2020, under the National Vocational Education and Training Regulator Act 2011 (NVETR Act) or any equivalent document prepared by a relevant ministerial council for NVR registered training organisations; and

b. clause 7.5 of the Standards for Registered Training Organisations (RTOs) 2015 or any equivalent document prepared by a relevant ministerial council.

Definitions

Terms	Definitions
APP	Australian Privacy Principles
Personal information	Personal information is information or an opinion that identifies an individual or allows their identity to be readily identified from such information. It includes but is not limited to information such as a person's name, address, financial information, marital status or billing details.
DEWR	Department of Employment and Workplace Relations

Policy

CAC ensures that:

1. Students are aware that personal information is collected in accordance with the law
2. suitable storage arrangements, including appropriate filing procedures, are in place suitable security arrangements exist for all records containing personal information
3. access to a student's own personal information held by the provider is made available to

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- the student at no charge
4. records are accurate, up –to - date, complete, and not misleading
 5. where a record is found to be inaccurate, provide for students to have incorrect personal information corrected
 6. where a student requests that a record be amended because it is inaccurate, but the record is found to be accurate, the details of the request for amendment are noted on the record
 7. the personal information is only to be used and disclosed for the purposes for which it was collected, or for other purposes where expressly allowed by APP
 8. must adhere to the data provision requirements for RTOs
 9. student who provide personal information are reasonably aware that the information may be collected used or disclosed for the purposes as set out in Departments privacy notice at schedule 1 of the VET data policy
 10. As part of running its business and where it is necessary in order to carry out its function and activities, CAC collects information for various purposes including:
 - i. the provision of education and related activities
 - ii. the employment of staff

Procedures

1. Collection of personal information

- i. Central Australian College is required to collect personal information from students to process enrolments and obtain the information required to provide suitable training and assessment services.
- ii. Information collected includes general personal details, and may include details of any disability or health issue that may affect the student’s ability to undertake training and/or assessment activities.
- iii. Central Australian College will only collect personal information that is required for the purposes of employment or education, or in meeting government reporting requirements.
- iv. The Education and Training Reform Act 2006 requires CAC to collect and disclose your personal information for several purposes including the allocation to you of a Victorian Student Number and updating your personal information on the Victorian Student Register.
- v. Central Australian College collects all personal information in writing, either from an employment application and personal details form, or an enrolment form, directly from the person whom the information is about.

2. Use and disclosure of personal information

- i. Students are made aware about the collection and use of personal data by giving the students a copy of the Privacy Notice during the students enrolment process. The minimum mandatory content for inclusion in a privacy notice is in Appendix I.
- ii. Central Australian College uses personal information of its students for the purposes of meeting AQF requirements for the awarding of national qualifications, and to comply with reporting requirements where relevant, as specified by government regulators.
- iii. Personal information as collected through the enrolment form or through other means

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will be

- a. This personal information may also be accessed for the purposes of an audit by the ASQA.
 - b. may be disclosed to the Commonwealth
 - c. passed on to the National Centre for Vocational Education Research Ltd (NCVER) as per Data Provision Requirements 2012
 - d. DEWR is authorised by law, including the Privacy Act and the NVET Act, to collect, use and disclose students personal information to fulfil specified functions and activities.
- iv. Personal information disclosed to NCVER may be used or disclosed for the following purposes:
- a. Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
 - b. facilitating statistics and research relating to education, including surveys;
 - c. understanding how the VET market operates, for policy, workforce planning and consumer information; and
 - d. administering VET, including program administration, regulation, monitoring and evaluation.
- v. Personal information will not be used in any way other than those outlined in this policy, and any other ways that might reasonably be expected.
- vi. CAC will only use or disclose an individual's information for the primary purpose for which it was collected.

3. Access to personal information

- i. It is a policy of Central Australian College to allow access to personal files at any time to the person to whom those files relate, upon written request.
- ii. Students may access their files by submitting their written application to Student Administration.
- iii. Students are required to provide an acceptable photo identification such as passport or driver's licences or student ID.
- iv. Students will not be charged any fees to access the student's records in writing.

4. Storage and security of personal information

- i. Central Australian College will take all reasonable steps to maintain the privacy and security of personal information.
- ii. Information stored electronically is kept on a secure server and access is restricted to authorised employees. This server is regularly backed up and kept in a secure location.
- iii. Paper-based documents containing personal information are in a locked filing cabinet and held within a secure area within the CAC premises.
- iv. Reasonable steps will be taken to destroy or permanently de-identify personal information when it is no longer required for any purpose.

Confidential Information

Central Australian College will make all reasonable efforts to protect confidential information received from clients or partner organisations during the course of business operations. This information will not be disclosed without the prior consent of the client or partner organisation.

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Privacy Statement

A privacy statement is available for all persons in contact with Central Australian College to identify the way in which personal information is handled by the CAC.

Policy Reference

- National Vocational Education and Training Regulator (Data Provision Requirements)
- Standards for Registered Training Organisations (RTOs) 2015
- Privacy Act (1988)
- Australian Privacy Principles

Relevant Policies and Procedures

- Record Management Policy and Procedures

Relevant Documents and Forms

- Enrolment Forms
- International Student Application Form
- Domestic Student Application Form

Appendix I Privacy Notice

Why we collect your personal information?

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information?

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information?

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information?

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys

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and data linkage; and understanding the VET market. The NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

Surveys You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Central Australian College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

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